



Secretary Senior
Aquatic Resources Division
Recruitment # 2006-10-5575

INTERNAL JOB OPPORTUNITY

Job Classification: Secretary Senior
Type of Position: This is a non-permanent position expected to last 6-9 months.
This position is not represented by a collective bargaining agreement.
Monthly Salary Range: \$2,153 – \$2,712
Benefits Package: Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date: October 4, 2006
Closing Date: October 13, 2006
Location: NRB-Olympia

POSITION PROFILE

The position will provide secretarial services and assistance to a professional and technical staff in Aquatic Resources Division. This position will temporarily fill in behind the two current Secretary Seniors while they are in temporary positions. The position will work directly with the public, other state and federal agencies, local government, and DNR personnel regarding scheduling and financial issues. Attention to process and timelines is essential.

Duties include document preparation, editing, proofreading and finalization, document merges, information tracking, record management, and public disclosure support. Schedules internal and external meetings for the ADM, professional staff, and two conference rooms, while utilizing the electronic scheduler in GroupWise. Maintains, updates, and commits ADM's and staffs' schedule. Corresponds with other state agencies, federal, state, and local government entities. Assists with travel, meeting rooms, and accommodation reservations. Assists with the preparation of materials and logistics for meetings. The role also provides back-up support for the main division reception desk and centralized support functions.

This is a demanding position requiring the ability to manage a dynamic workload, often with conflicting priorities.

REQUIRED POSITION QUALIFICATIONS

To qualify, candidates must have:

- Two years of office experience performing duties that required keyboarding or typing;
- Experience creating basic Microsoft Access databases, writing and running queries and inputting data;
- Experience utilizing Microsoft Excel spreadsheets, including creating graphical presentations from data;
- Experience utilizing the higher functions of Microsoft Word, including document merges, creation of footnotes, etc;
- Experience utilizing multi-line telephone systems and providing receptionist duties;
- Excellent oral and written communication skills, including editing and proofreading skills;
- Ability to effectively communicate with a diverse clientele, internal and external to the organization;
- Effective organizational skills and follow-through on assignments;
- Ability to effectively multi-task and prioritize projects;
- Experience scanning, faxing, copying and mailing documents.

DESIRED POSITION QUALIFICATIONS

- Experience with records management and retention;
- Knowledge of ProCite software used to create bibliographies;
- Experience with processing TAR's and Travel Vouchers;
- Ability to obtain Notary Public certification;
- Ability to consistently type a minimum of 50 WPM;

- Experience with processing incoming invoices and credit card statements with correct backup materials for processing payment;
- Knowledge of DNR's NaturE System (billing and data entry), budgeting and accounting practices;
- Experience handling confidential information and monies/receipts accordingly;
- Experience creating and formatting Microsoft PowerPoint presentations.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be 18 years of age at the time of hire.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications.
- A completed state application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

dnrrecruiting@wadnr.gov

Please indicate 2006-10-5575 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact 360.902.1050 or e-mail us at DNRrecruiting@wadnr.gov.

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